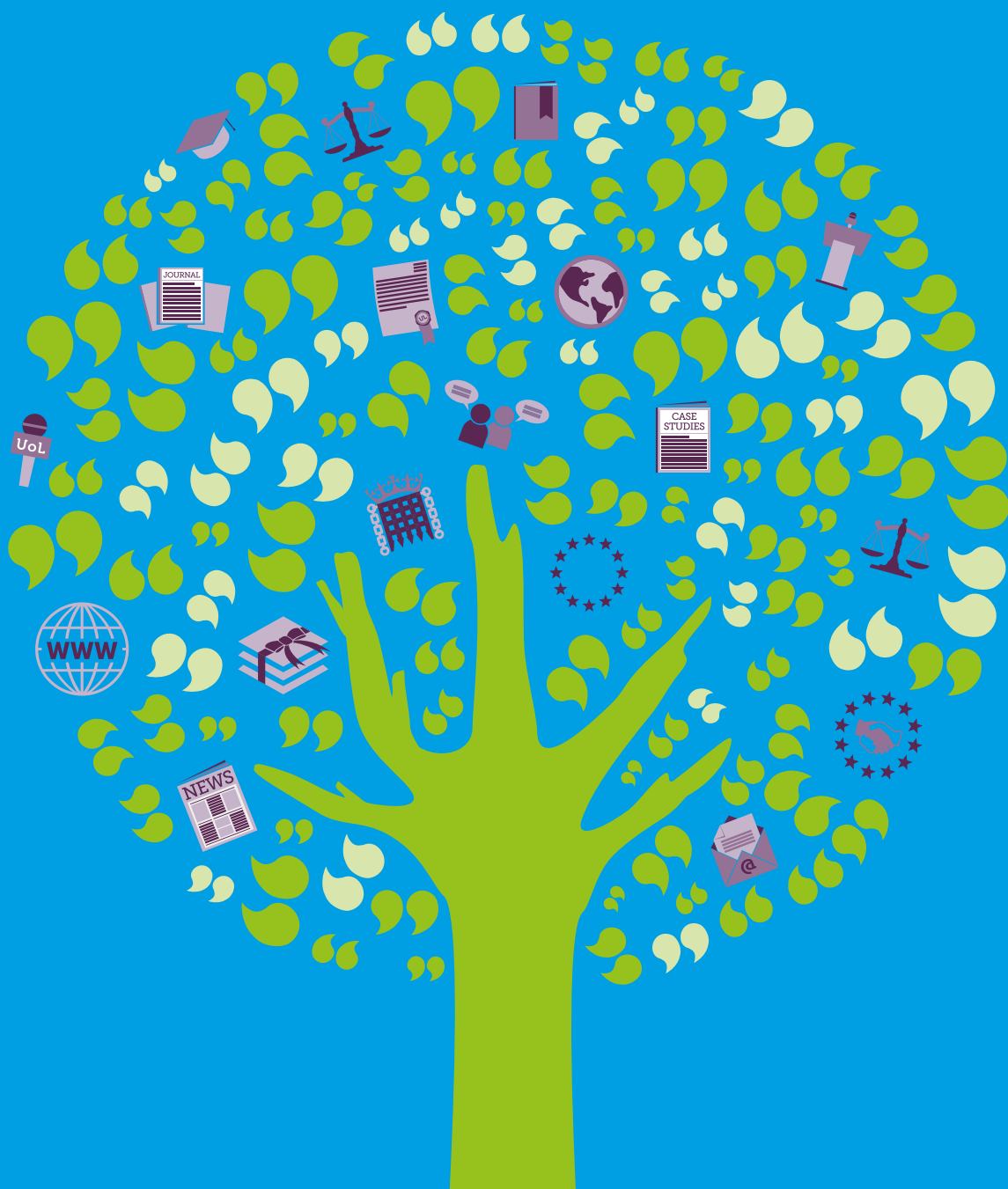


OSCOLA



OSCOLA referencing at a glance

Primary Sources

When referring to cases, the party names should be in *italics* in the **footnote** only.

Cases

Party names (in *italics*) followed by the neutral citation (if applicable) a comma, the Law Report citation and a full stop.

Corr v IBC Vehicles Ltd [2008] UKHL 13, [2008] 1 AC 884.

When referring to a particular paragraph, put it in square brackets at the end of the citation. If the judgment does not have paragraph numbers, give the page number.

Bunt v Tilley [2006] EWHC 407 (QB), [2006] 3 All ER 336 [15].

R v Leeds County Court, ex p Morris [1990] QB 523 (QB) 530-31.

Statutes and Statutory Instruments

Children and Families Act 2014.

When referring to a particular section, put 's' followed by the section/subsection/paragraph:

Human Rights Act, s 15(1)(b).

Penalties for Disorderly Behaviour (Amendment of Minimum Age) Order 2004, SI 2004/3166.

EU legislation and cases

Consolidated version of the Treaty on European Union [2012] OJ C326/13.

Regulation (EU) No 1151/2012 on Quality Schemes for Agricultural Products and Foodstuffs [2012] OJ L343/1.

Case 85/13 *European Commission v Italian Republic* [2014] OJ C175/11.

When referring to a particular paragraph, put para(s) at the end of the reference, followed by the relevant number(s):

Case 176/03 *Commission v Council* [2005] ECR I-7879, paras 47-48.

European Court of Human Rights

Johnston v Ireland (1986) Series A 122.

Shindler v United Kingdom [2013] ECHR 19840/09.

McShane v United Kingdom (2002) 35 EHRR 23.

Secondary Sources

When listing secondary sources with a personal author in your bibliography, you need to reverse the author(s)' name so that the surname appears first followed by their initial(s), e.g. Stone R.

Books

Richard Stone, *The Modern Law of Contract Law* (10th edn, Routledge 2013).

Chapter in an edited book

Francis Rose, 'The Evolution of the Species' in Andrew Burrows and Alan Rodger (eds), *Mapping the Law: Essays in Memory of Peter Birks* (OUP 2006).

Command paper

Department for International Development, *Eliminating World Poverty: Building our Common Future* (White Paper, Cm 7656, 2009).

Encyclopaedias

Halsbury's Laws (5th edn, 2010) vol 57.

When referring to a particular paragraph, put para(s) at the end of the reference, followed by the relevant number(s):

Halsbury's Laws (5th edn, 2013) vol 23, para 859.

Journal articles

JAG Griffith, 'The Common Law and the Political Constitution' (2001) 117 LQR 42.

When referring to a particular page, put a comma between the first page of the article and the page that you are referring to:

Julia Powles, 'Replacement of Parts and Patent Infringement' (2013) 72(3) CLJ 518, 520.

Law Commission reports

When referring to a particular paragraph, put para(s) at the end of the reference, followed by the relevant number(s):

Law Commission, *Data Sharing Between Public Bodies: A Scoping Report* (Law Com No 351, 2014) paras 1.81-1.85.

Newspaper articles

Richard Norton-Taylor, 'MOD Breached Rights Laws with Detention of Afghans' *The Guardian* (London, 3 May 2014) 12.

Websites

Gary Slapper, 'Weird Cases: Sexual Services in the Library' (*The Times: Law*, 30 June 2014) <<http://www.thetimes.co.uk/tto/law/weirdcases/article4128971.ece>> accessed 19 July 2014.

Dear all,

Referencing and creating a bibliography are key skills in academic writing. They provide the principal means by which we prove where we have obtained our sources, to identify what primary and secondary materials our work builds upon and how we have developed our own argument by reflecting on, and referring to, the ideas and words of others. Clear referencing is essential to the persuasive communication of legal ideas and arguments.

Lincoln Law School has worked with our colleagues in the University Library to develop this handbook to guide law students on the approach to referencing, which we adopt - the so-called 'OSCOLA Referencing Handbook'.

You may be tempted to think of referencing as a 'secondary' or after-thought after the essay itself has been written. Please don't! Referencing and creating a bibliography are fundamental features of any essay, and though mastering the style contained in this handbook may take practice, the effort – I can assure you – is worth it.

Best wishes

Professor Duncan French
Head of Lincoln Law School

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Introduction

You need to reference to:

- demonstrate that you have undertaken research for your academic work
- avoid accusations of plagiarism
- acknowledge the work of other authors, which can be found in books, journal articles, websites, etc.

There are many systems of referencing available. This guide is based on the Oxford University Standard for the Citation of Legal Authorities (OSCOLA) which, in line with the Creative Commons Attribution-Non Commercial license (<http://creativecommons.org/licenses/by-nc/2.0/uk/>), has been adapted and approved by the Law School at the University of Lincoln.

The quickest and easiest way to reference your academic work is to record the necessary information at the time of using it. The key to good referencing is to be **consistent**.

OSCOLA referencing

OSCOLA follows the footnote style of referencing and consists of two parts:

1. Footnotes
2. Table of Cases, Table of Legislation and Bibliography

Each information source in this handbook has an example of a footnote, how the information should be presented in either a table of cases/legislation or bibliography as well as a checklist outlining what information to include in your reference.

1. Footnotes

All ideas taken from the work of another author (whether directly quoted or put into your own words) need to be identified in a footnote located at the bottom of the relevant page of your assignment. Place a superscript number either directly after the word or phrase to which it is related or at the end of a sentence (after the relevant punctuation).

The information that you include in your footnote depends on the source.

The following is an extract from an assignment showing the use of footnotes when referring to cases:

The general principle that acceptance of an offer must be communicated to the offeror can be seen in the cases of *Holwell Securities LTD v Hughes*¹ and *Entores LTD v Miles Far East Corporation*.²

1 [1974] 1 WLR 155, [1974] 1 ALL ER 161, CA.

2 [1955] 2 QB 327.

Guidelines on how to construct your footnotes:

- Close all footnotes with a full stop
- When citing more than one source, you can combine them in one footnote, separated by a semi-colon e.g. ³Williams Howarth, 'The Meaning of Objectivity in Contract' (1984) 100 LQR 20; Bruce McIntock, 'Objectivity in Contract' (1998-91) 6 Auckland U L Rev 317.
- Your footnote should not include information about how you accessed the source e.g. Westlaw, LexisLibrary, etc.

Cases

- Case names should be in *italics*
- If you include the name of a case within your text you only need to give the case citation in your footnote e.g. [1974] 1 WLR 155
- Full stops are not required in the abbreviation of a law report; however, if you choose to include them, be consistent and use them throughout your assignment

Acts

- If you include the name of an Act and relevant section within the text of your assignment you do not need to reference it in a footnote

Page/paragraph

- Where relevant, include the page/paragraph number pinpointing the exact location of the reference

Author/editor

- In the footnote the standard form for the author's name is their first name followed by their surname
- List the authors in the order they are given in the source of information
- The names of editors should be followed by (ed) for a single author or (eds) where there is more than one
- If the source has two authors put 'and' between their names. If there are three or more authors you should separate each author with a comma apart from the last name which should be preceded by 'and' e.g.

Geoffrey Woodroffe and Robert Lowe,

Mark Sutherland Williams, Michael Hopmeier and Rupert Jones

Title

- Capitalise all major words in the title of *all* sources
- Law reports and journal titles should be abbreviated. If you are unsure what the abbreviation is, use the Cardiff Index to Legal Abbreviations: <http://www.legalabbrevs.cardiff.ac.uk>
If it is not available in the Index, give the full title
- Full stops are not required in the abbreviation of a journal title; however, if you choose to include them, be consistent and use them throughout your assignment

Edition

- Abbreviate edition to edn

Repeating references in your footnotes

If you refer to the same source several times in your work, follow the guidelines below:

- The first time you refer to it, provide the full citation of the source in a footnote
- If you refer to the same source *immediately* after the footnote (with the full citation) you should use 'ibid' followed by the page/paragraph number (if relevant) e.g.

In the case of *Entores LTD v Miles Far East Corporation*,¹ Lord Justice Denning discusses how 'the rule about instantaneous communications between the parties is different from the rule about the post.'²

¹ [1955] 2 QB 327.

² ibid 333.

- When referring to a particular paragraph (rather than page) you should provide this information in square brackets, e.g. ³ ibid [34].
- If you refer to the same source later on within your assignment, in the footnote:
 1. Put a shortened form of the source (case, Act, book, website, etc.) name, e.g.
 - *Entores* - one party name for a case
 - HRA 1998 - abbreviation of an Act
 - Elliott - surname of the author
 2. In round brackets put 'n' followed by the number where the full reference was last given, e.g. ⁵*Entores* (n 1).

This tells the reader that the full reference of the *Entores* case can be found in footnote 1.

2. Table of Cases, Table of Legislation and Bibliography

At the end of your academic work you should provide a list of all the references you have cited in your footnotes. Primary sources (cases and legislation) should be listed first in a Table of Cases and a Table of Legislation. Secondary sources (books, journals, etc.) should be listed in a Bibliography immediately after the Tables.

The information you provide in your Table of Cases, Table of Legislation and Bibliography is often the same, or similar to that in your footnotes. When compiling your Table of Cases, Table of Legislation and Bibliography you will find that there are occasions when you will need to make alterations to the information you have provided in your footnote (see individual sources for more information).

Guidelines on how to construct your table of cases, table of legislation and bibliography:

Table of Cases

Cases should be listed by jurisdiction; unless there are very few cases. If you do separate your cases by jurisdiction you should only have one Table of Cases but it should be divided into separate sections.

- Case names should **not** be italicised (which is the opposite to how they appear in your footnote)
- List all cases in alphabetical order of first significant party name

- Re Boyes (Deceased) would be listed as Boyes (Deceased), Re

- EU cases can be listed in either

- Alphabetical order of party name (with the case reference in round brackets after the name) e.g.

European Commission v Italian Republic (Case C-85/13) [2014] OJ C175/11.

Internationale Handelsgesellschaft mbH v Einfuhr-und Vorratsstelle für Getreide und Futtermittel (Case 11/70) ECR 1125.

Marshall v Southampton and South-West Hampshire Area Health Authority (Teaching) (Case 152/84) [1985] ECR 723, Opinion of Advocate General Slynn.

OR

- Chronological order by the year, starting with the oldest first, e.g.

Case 11/70 Internationale Handelsgesellschaft mbH v Einfuhr-und Vorratsstelle für Getreide und Futtermittel [1970] ECR 1125.

Case 152/84 Marshall v Southampton and South-West Hampshire Area Health Authority (Teaching) [1985] ECR 723, Opinion of Advocate General Slynn.

Case C-85/13 European Commission v Italian Republic [2014] OJ C175/11.

- Cases identifying parties by initial only should be listed under the initial
- Re P (A Child) would be listed as P (A Child), Re

Table of Legislation

The Table of Legislation is located after your Table of Cases and should be divided by jurisdiction; with sub headings identifying the different jurisdiction and type of document, e.g. International Treaties and Conventions, UN Documents, etc.

- List all statutes in alphabetical order of first significant word of the title
- Do not include section/subsection/para, etc. information in your Table of Legislation
- Statutory Instruments should be listed separately, under a Statutory Instrument heading and in alphabetical order, directly after the list of statutes

Bibliography

The Bibliography is placed at the end of your work (after the Table of Cases and Table of Legislation) and contains all your secondary sources of information (books, journals, etc.). Your bibliography should be divided into the following categories:

- Books, Journal articles, Newspaper articles, Websites, etc.
- Capitalise all major words in the title and subtitle of all sources
- List all sources in alphabetical order of the author's surname, or corporate author
- If you list more than one source by the same author, you should list the sources in date order (starting with the oldest) and in alphabetical order of first major word of the title within a single year. e.g.
Stone R, *The Modern Law of Contract* (10th edn, Routledge 2013).
Stone R, *Text Cases and Materials on Contract Law* (3rd edn, Routledge 2014).
Stone R, *Textbook on Civil Liberties and Human Rights* (10th edn, Oxford University Press 2014).
- Double-barrelled surnames should be listed under the initial of the first part of the surname, e.g. Twigg-Fisher C would be located under T.
- Names with prefixes, e.g. Gráinne De Búrca should be listed by the prefix, e.g. De Búrca G,
- If no author is provided, list by the title of the publication

The following is an extract from a bibliography showing you how to lay out the different sources:

Books

Elliott C and Quinn F, *English Legal System 2013/14* (14th edn, Pearson Education 2013).
Partington M, *Introduction to the English Legal System* (Oxford University Press 2013).
Slapper G, *How the Law Works* (2nd edn, Routledge 2011).

Journal articles

Allott A, 'Politics and the Judiciary - the Impact of the Human Rights Act on the English Legal System' (2000) 13(3) *Com Jud J* 43.
Malkani B, 'Human Rights Treaties in the English Legal System' [2011] PL 554.
Slapper G, 'The Importance of Legislation in the English Legal System' (2013) 68(Spr) *SL Rev* 16.

Visit <http://lcn.eu/fin9> for a full example.

Secondary referencing (citing a source within another source)

If the information source that you are reading has summarised another author's work which you would like to discuss or quote, it is best practice to try and locate and read the original work. However, if this is not possible you need to treat it as a secondary reference. To do this, in your footnote provide information about the original source followed by the words 'cited in' and the details of the source where you read it. In your bibliography, only list the source that you have read, e.g.

Footnote

Takis Tridimas, *The General Principles of EU Law* (2nd edn, Oxford University Press 2007) cited in Paul Craig and Gráinne De Búrca, *EU Law: Text, Cases and Materials* (5th edn, Oxford University Press 2011).

Bibliography

Craig P and Búrca De G, *EU Law: Text, Cases and Materials* (5th edn, Oxford University Press 2011).

Quoting, paraphrasing and summarising

Quoting

Quoting is copying a short section of text, word for word, directly from an information source into your work. Short quotations should be kept within the text and shown by using single quotation marks at the beginning and end of the text, e.g.

The Chief Justice explained that this power 'is not limited to defence against aggression from a foreign nation'.¹⁵

The quotation is followed immediately with the superscript number for the footnote. Quotations should be kept short; however, if you need to include a longer quotation in your work (usually longer than three lines) it should be placed in a separate paragraph and indented. Introduce an indented quotation with a colon; there is no need to include quotation marks for longer quotations but leave a line space either side of the indented quotation, e.g.

Lord Hoffman reasoned as follows:

It seems to me logical to found liability for damages upon the intention of the parties (objectively ascertained) because all contractual liability is voluntarily undertaken. It must be in principle wrong to hold someone liable for risks for which people entering into such a contract in their particular market, would not reasonably be considered to have undertaken.¹⁷

It could be argued that Hoffman is ...

Paraphrasing

Paraphrasing is putting a section of text from an information source into your own words. Although you are changing the words or phrasing from the original text, you are retaining and fully communicating the original meaning. You should acknowledge the source even when paraphrasing by providing a footnote.

Summarising

Summarising is describing the main ideas/findings of an information source but without directly quoting from it. You should acknowledge where you sourced the information by providing a footnote.

Plagiarism

Plagiarism is the use of another author's ideas and words, either intentionally or unintentionally, without acknowledging the source of the information. It is an academic offence and will be treated seriously by the University (see University General Regulations).

You avoid plagiarism by referencing correctly.

Turnitin is text-matching software used by the University of Lincoln for students to submit their work electronically via Blackboard. It identifies any part of your work which matches similar content on the internet or in other students' work. It helps students to improve their writing by ensuring that all external sources are correctly cited, and it helps staff in the identification of potential plagiarism. See <http://submit.ac.uk> for more details.

Help with referencing

The Library subscribes to referencing management software which can help you to gather and organise your references; go to <http://library.lincoln.ac.uk> for more information. There are also a number of websites offering this service e.g. Mendeley, Zotero.

If you need help with referencing, or have any questions, contact your Academic Subject Librarian: <http://guides.library.lincoln.ac.uk/law>



When referring to a case you should provide the case name, the neutral citation (if applicable) and the law report citation.

A neutral citation consists of:

- Year in [square brackets]
- Abbreviation of the court
- Case number
- Division (if applicable)

[2008] UKHL 13

A law report citation consists of:

- Year in (round) or [square brackets]*
- Volume number
- Abbreviation of law report series
- First page

[2008] 1 AC 884

*The year is in square brackets if this is the information you would have to use to find the case in the Law Library: you would look for the Appeal Cases, then the year; followed by the volume number and then page number. If a law report citation has the year in round brackets it means that you do not need to look for the year: you can find the report by the volume number and then the page number.

Separate the neutral citation from the law report citation with a comma, e.g.

[2008] UKHL 13, [2008] 1 AC 884

If you include the case name within the main text of your work, you do not need to include it in your footnote. Case names should be in *italics* in the main text of your work and the **footnote only**, not the Table of Cases.

Your footnote and Table of Cases should **not** include information about how you accessed the case, e.g. via Westlaw, LexisLibrary, etc.

Checklist:

- ☐ **Case name (in *italics* for the footnote only)**
- ☐ **Neutral citation (if applicable) followed by a comma**
- ☐ **Law report citation, followed by a full stop.**

Footnote

When referring to the case as a whole:

1. Case name (in *italics* for the **footnote only**)

2. Neutral citation (if applicable) followed by a comma

Twentieth Century Fox Film Corp v Harris [2013] EWHC 159 (Ch),
[2014] Ch 41.

3. Law report citation, followed by a full stop

Table of Cases

When listing cases in your **Table of Cases**, the case name should **not** be in *italics*.

Twentieth Century Fox Film Corp v Harris [2013] EWHC 159 (Ch), [2014] Ch 41.

Other footnote examples

When referring to a particular paragraph, place it in square brackets at the end of the footnote:

Twentieth Century Fox Film Corp v Harris [2013] EWHC 159 (Ch), [2014] Ch 41 [20].

When referring to more than one paragraph, separate the square brackets with a comma:

Twentieth Century Fox Film Corp v Harris [2013] EWHC 159 (Ch), [2014] Ch 41 [20], [23].

When referring to a range of paragraphs, separate the square brackets with a dash:

Twentieth Century Fox Film Corp v Harris [2013] EWHC 159 (Ch), [2014] Ch 41 [20]-[22].

When referring to a particular page, separate the page number with a comma:

Twentieth Century Fox Film Corp v Harris [2013] EWHC 159 (Ch), [2014] Ch 41, 47.

When referring to a specific judge, place the judge's surname followed by the conventional abbreviation (identifying their judicial office) in round brackets at the end of the footnote:

Twentieth Century Fox Film Corp v Harris [2013] EWHC 159 (Ch). [2014] Ch 41 (Newey J).

UK primary and secondary legislation



2

2.1 Statutes

When referring to Acts, give the short title and year, using capitals for the major words and without a comma between the short title and year. If you include all the information (the name of an Act and relevant section) within your text, you **do not** need to create a footnote.

If you are referring to a part/section/subsection/paragraph/subparagraph use the relevant abbreviations:

part OR parts	pt OR pts
section OR sections	s OR ss
subsection OR sub-sections	sub-s OR sub-ss
paragraph OR paragraphs	para OR paras
subparagraph OR subparagraphs	subpara OR subparas
schedule OR schedules	sch OR schs
clause OR clauses	cl OR cls

When referencing Acts you should always go to the original source (which can be accessed via the Legislation tab on both LexisLibrary and Westlaw or at <http://www.legislation.gov.uk>) rather than a statute book, e.g. Blackstone's Statutes, Core Statutes, etc.

Your footnote and Table of Legislation should **not** include information about how you accessed the Act, e.g. via Westlaw, LexisLibrary, etc.

Checklist:

- ☐ Title of legislation including year
- ☐ In the **footnote only**, if adding a section/subsection/part put a comma, followed by the relevant abbreviation and number
- ☐ Finish with a full stop.

Footnote

When referring to a paragraph or subsection within a section, use only the abbreviation for section:

1. Title of legislation including year, followed by a comma ONLY if referring to a particular section

2. Abbreviation for section, followed by a space, the section number and subsection. Finish with a full stop

Children and Families Act 2014, s 37(1)(a).

Table of Legislation

Children and Families Act 2014.

Other footnote examples

When referring to the Act as a whole:

Children and Families Act 2014.

When referring to a particular section:

Children and Families Act 2014, s 37.

When referring to a paragraph from the explanatory notes of a statute:

Explanatory Notes to the Children and Families Act 2014, para 8.

2.2 Bills

When referring to Bills from the House of Lords or the House of Commons you need to state which House the Bill has come from. In addition to this, the running number for House of Commons Bills should be put in square brackets.

If you refer to a part of a Bill, place a comma after the number, use the relevant abbreviation for the part (from the table in 2.1 Statutes) followed by the number.

Your footnote and Table of Legislation should **not** include information about how you accessed the Bill, e.g. via Westlaw, LexisLibrary, etc.

Checklist:

- ☐ **Title of 'Bill'**
- ☐ **The House in which it originated, e.g. 'HL' or 'HC' followed by 'Bill'**
- ☐ **In round brackets put the Parliamentary session, e.g. (2013-14)**
- ☐ **Running number (in square brackets for the House of Commons 'Bills' only)**
- ☐ **Finish with a full stop.**

Footnote for a House of Lords Bill

When referring to the Bill as a whole:

BBC (Trustee Election and Licence Fee) HL Bill (2013-14) 47.

When referring to part of a Bill:

BBC (Trustee Election and Licence Fee) HL Bill (2013-14) 47, pt 1(4).

Footnote for a House of Commons Bill

When referring to the Bill as a whole:

Immigration HC Bill (2013-14) [110].

When referring to part of a Bill:

Immigration HC Bill (2013-14) [110], cl 12(3).

Table of Legislation

BBC (Trustee Election and Licence Fee) HL Bill (2013-14) 47.
Immigration HC Bill (2013-14) [110].



2.3 Statutory Instruments

When referring to a Statutory Instrument (SI) you should provide the SI title, year and SI number. The SI number consists of the year, a forward slash and the SI serial number, e.g. 2014/1291.

Your footnote and Table of Legislation should **not** include information about how you accessed the SI, e.g. via Westlaw, LexisLibrary, etc.

Checklist:

- ☐ **Name of SI including year, followed by a comma**
- ☐ **Put 'SI' followed by the SI number (year and serial number)**
- ☐ **Finish with a full stop.**

Footnote

1. Name of SI including year, followed by a comma

The Legal Aid, Sentencing and Punishment of Offenders Act 2012 (Commencement No. 10) Order 2014, SI 2014/1291.

2. Put 'SI' followed by the SI number (year and serial number). Finish with a full stop

Table of Legislation

The Legal Aid, Sentencing and Punishment of Offenders Act 2012 (Commencement No. 10) Order 2014, SI 2014/1291.

European Union



Official notices of the EU are carried in the Official Journal of the European Communities (OJ). The OJ citation is given in the order: year, OJ series (either L for legislation series, C for EU information and notices, and S for invitations to tender), number/page.

3.1 EU legislation

When referring to EU treaties, protocols and secondary legislation (Regulations, Directives, Decisions, Recommendations and Opinions) you should provide the title of the legislation including any amendments (if applicable) followed by the year of publication, the OJ series and the issues and page numbers. Legislation is published in the L series but you will find that older treaties were published in the C series.

From January 2015 EU legislation has a unique sequential number which should be cited in the following way: **(domain/body) Year/Number**, e.g.

Commission Implementing Regulation **(EU) 2016/1097** of 6 July 2016 establishing the standard import values for determining the entry price of certain fruit and vegetables [2016] OJ L182/37.

The numbering of documents published before 1 January 2015 remains unchanged. For more information visit: <http://publications.europa.eu/code/en/en-110202.htm>

Your footnote, table of cases/legislation and bibliography should not include information about how you accessed the source, e.g. Eur-Lex, Westlaw, LexisLibrary, etc.

Checklist:

- ☐ Title of the legislation including amendments (if applicable)
- ☐ Year of publication in square brackets
- ☐ Put 'OJ' followed by the series
- ☐ Issue number, followed by a forward slash and the first page number
- ☐ Finish with a full stop.

Footnote

When referring to the Treaty as a whole

1. Title of the legislation including amendments (if applicable)

2. Year of publication
in square brackets

Consolidated version of the Treaty on European Union [2012]
OJ C326/13.

3. Put 'OJ' followed
by the series

4. Issue number, followed by a
forward slash and the first page
number. Finish with a full stop

Table of Legislation

Consolidated version of the Treaty on European Union [2012] OJ C326/13.

Regulation (EU) No 1151/2012 on Quality Schemes for Agricultural Products and Foodstuffs [2012] OJ L343/1.

Other footnote examples

When referring to a particular paragraph:

Regulation (EU) No 1151/2012 on Quality Schemes for Agricultural Products and Foodstuffs [2012] OJ L343/1, para 7.

When referring to a particular article:

Consolidated version of the Treaty on the Functioning of the European Union [2012] OJ C326/47, art 16(1).

Regulation (EU) No 1151/2012 on Quality Schemes for Agricultural Products and Foodstuffs [2012] OJ L343/1, art 7(1b).

When referring to more than one article or paragraph, separate the number with a comma:

Regulation (EU) No 1151/2012 on Quality Schemes for Agricultural Products and Foodstuffs [2012] OJ L343/1, paras 8, 11, 15.

When referring to a range of articles or paragraphs, insert a dash between the numbers:

Regulation (EU) No 1151/2012 on Quality Schemes for Agricultural Products and Foodstuffs [2012] OJ L343/1, arts 1-2.

3.2 Judgments - European Court of Justice and Court of First Instance

Where possible, refer to the official reports which are cited as the *European Court Reports* (ECR). If the ECR reference is not available the next best report is the *Common Market Law Reports* (CMLR). If you cannot find the ECR or the CMLR reference use the Official Journal citation or, if available, the *European Case Law Identifier* (ECLI).

The ECLI, created by the Court of Justice of the European Union (CJEU), has been designed so that all Member States and EU courts give the same recognizable format. It consists of the country code, the code of the court that rendered the judgment, the year of the judgment and the judgments number. Each component is separated by a colon, e.g. EU:C:2015:298. The ECLI should be treated like a neutral citation, add it after the case name but before the law report citation, e.g.

Case T-320/07 *Jones v European Commission* EU:T:2011:686, [2011] ECR II-417.

Case prefixes

From 1989 EU cases are numbered according to whether they were registered at the European Court of Justice (ECJ) or the Court of First Instance (CFI). ECJ cases are given the prefix C- and CFI cases use T-. Judgments from the Civil Service Tribunal (which was established in 2005) are prefixed with F-. Do not add a C- to cases before 1989, e.g.

Case pre 1989

Case 158/87 *ROE Scherrens v MG Maenhout and others* [1988] ECR 3791.

Cases post 1989

ECJ cases are reported in volume one (ECR I-) and CFI cases are reported in volume two (ECR II-). The volume number attaches to the page number with a dash, e.g.

Case C-154/89 *Commission of the European Communities v French Republic* [1991] ECR I-00659.

Checklist:

- ☐ Case number
- ☐ Case name (in *italics* for the footnote only)
- ☐ European Case Law Identifier (if applicable) followed by a comma
- ☐ Law report citation (if applicable) followed by a full stop.

Footnote

When referring to the case as a whole:



Table of Cases

When listing EU cases in your **Table of Cases**, the case name should **not** be in italics.

EU cases can be listed in chronological order by the year:

Case 11/70 Internationale Handelsgesellschaft mbH v Einfuhr-und Vorratsstelle für Getreide und Futtermittel [1970] ECR 1125.

Or in alphabetical order of party name, with the case number in round brackets after the case name:

Internationale Handelsgesellschaft mbH v Einfuhr-und Vorratsstelle für Getreide und Futtermittel (Case 11/70) [1970] ECR 1125.

See page 9 for more information.

Other footnote examples

When referring to a particular paragraph, follow the case citation with a comma, 'para' and the paragraph number:

Case 11/70 *Internationale Handelsgesellschaft mbH v Einfuhr-und Vorratsstelle für Getreide und Futtermittel* [1970] ECR 1125, para 7.

When referring to more than one paragraph, separate the paragraph numbers with a comma:

Case 11/70 *Internationale Handelsgesellschaft mbH v Einfuhr-und Vorratsstelle für Getreide und Futtermittel* [1970] ECR 1125, paras 20, 25.

When referring to a range of paragraphs, follow the case citation with a comma, 'paras' and the paragraphs numbers separated by a dash:

Case 11/70 *Internationale Handelsgesellschaft mbH v Einfuhr-und Vorratsstelle für Getreide und Futtermittel* [1970] ECR 1125, paras 20-23.

Unreported cases

For unreported cases, cite the European Case Law Identifier (ECLI) rather than the OJ notice or the court and date, e.g.

Case T-560/15 *LM v European Commission* EU:T:2016:392.

3.3 Opinions

When referring to an opinion of an Advocate General, follow the guidelines of a judgment and add the words Opinion of Advocate General, followed by their surname (after the case citation but before any paragraph information).

Your footnote and Table of Cases should **not** include information about how you accessed the Opinion, e.g. via Westlaw, LexisLibrary, Eur-Lex, etc.

Footnote

When referring to the opinion as a whole:

Case 152/84 *Marshall v Southampton and South-West Hampshire Area Health Authority (Teaching)* [1985] ECR 723, Opinion of Advocate General Slynn.

When referring to a particular paragraph, place a comma after the Advocate General's surname and put 'para/paras' followed by the paragraph number(s) and finish with a full stop:

Case 152/84 *Marshall v Southampton and South-West Hampshire Area Health Authority (Teaching)* [1985] ECR 723, Opinion of Advocate General Slynn, para 2.

Table of Cases

When listing EU cases in your **Table of Cases**, the case name should **not** be in italics. EU cases can be listed in chronological order by the year:

Case 152/84 *Marshall v Southampton and South-West Hampshire Area Health Authority (Teaching)* [1985] ECR 723, Opinion of Advocate General Slynn.

Or in alphabetical order of party name, with the case number in round brackets after the case name:

Marshall v Southampton and South-West Hampshire Area Health Authority (Teaching) (Case 152/84) [1985] ECR 723, Opinion of Advocate General Slynn.

See page 9 for more information.



3.5 Official documents

When referring to official documents from the European Union you should, where possible, provide the following information:

Checklist:

- ☐ **Body that produced the document, followed by a comma**
- ☐ **Title, followed by a comma**
- ☐ **If the document has a unique number, abbreviate the type of paper (e.g. COM, PV, SWD, etc.) followed by the number (if applicable) and a comma**
- ☐ **Day, month and year**
- ☐ **Finish with a full stop.**

Footnote

When referring to a European Commission document:

European Commission, Proposal for a Regulation of the European Parliament and of the Council on Protective Measures against Pests of Plants, COM(2013)267, 6 May 2013.

When referring to a European Commission Communication, before the title put 'Communication on:'

European Commission, Communication on Clearing and Settlement in the European Union – The Way Forward, COM(2004)312, 28 April 2004.

When referring to a European Parliament document:

European Parliament, Report on the Proposal for a Regulation of the European Parliament and of the Council on Protective Measures Against Pests of Plants, A7-0147/2014, 27 February 2014.

Bibliography

European Commission, Communication on Clearing and Settlement in the European Union – The Way Forward, COM(2004)312, 28 April 2004.

European Commission, Proposal for a Regulation of the European Parliament and of the Council on Protective Measures against Pests of Plants, COM(2013)267, 6 May 2013.

European Parliament, Report on the Proposal for a Regulation of the European Parliament and of the Council on Protective Measures Against Pests of Plants, A7-0147/2014, 27 February 2014.

European Court of Human Rights



4

For judgments of the European Court of Human Rights, if possible, refer to the official reports: the *Reports of Judgments and Decisions* which are cited as ECHR, or the *European Human Rights Reports* (EHRR). Before 1996, the official reports were known as Series A and numbered consecutively.

When referring to judgments and decisions from the ECHR and EHRR series you should include the following, where applicable, in the case citation:

Checklist:

- ☐ **Case name (in *italics* for the footnote only)**
- ☐ **Year in round or square brackets***
- ☐ **Volume number (if applicable)**
- ☐ **Abbreviation of the law report series**
- ☐ **Page/case/application number****
- ☐ **Finish with a full stop.**

* Use square brackets if there is no volume number, or round brackets if there is a separate volume number.

** In LexisLibrary, the citation for a ECHR case includes the application number whereas, BAILLI provides the case number. Either are acceptable.

Your footnote and Table of Cases should **not** include information about how you accessed the source, e.g. via Westlaw, LexisLibrary, HUDOC, BAILII, etc.

Footnote

When referring to a ECHR report:

Shindler v United Kingdom [2013] ECHR 19840/09.

OR

1. Case name (in *italics* for the footnote only) 2. Year in round or square brackets*

Shindler v United Kingdom [2013] ECHR 423.

3. Abbreviation of the law report series

4. Page/case/application number.
Finish with a full stop

*Use square brackets if there is no volume number, or round brackets if there is a separate volume number.



Other footnote examples

When referring to a pre-1996 report:

Johnston v Ireland (1986) Series A 122.

When referring to a EHRR report:

McShane v United Kingdom (2002) 35 EHRR 23.

References to **unreported judgments** should include the following:

Checklist:

- ☐ **Case name (in *italics* for the footnote only)**
- ☐ **Put 'App no' followed by the application number**
- ☐ **In round brackets:**
 - **the court, followed by a comma**
 - **date of judgment**
- ☐ **Finish with a full stop.**

Footnote

When referring to an unreported judgment:

Jelić v Croatia App no 57856/11 (ECHR, 12 June 2014).

Table of Cases

When listing cases in your **Table of Cases**, the case name should **not** be in italics.

Jelić v Croatia App no 57856/11 (ECHR, 12 June 2014).

McShane v United Kingdom (2002) 35 EHRR 23.

Shindler v United Kingdom [2013] ECHR 19840/09.

4.1 European Commission on Human Rights

When referring to decisions and reports of the European Commission on Human Rights you should give the case name, year of the decision in brackets and then refer to the *Decision and Reports* (DR) of the Commission, e.g.

Simpson v UK (1989) 64 DR 188.

For decisions prior to 1974, refer to the *Collection of Decisions* (CD) of the Commission, e.g.

X v Austria (1963) 12 CD 115.

If the decision has been reported in the *European Human Rights Reports* (EHRR) you can refer to this, e.g.

Avis Enterprises v Greece (1998) 26 EHRR 21 (Commission Decision).

If the decision has a European Case Law Identifier (ECLI) include this information directly after the case name, e.g.

X v Austria CE:ECHR:1963:1218DEC000191863, (1963) 12 CD 115.



5.1 Treaties

Where possible, refer to the primary international treaty series, e.g. United Nations Treaty Series (UNTS), Consolidated Treaty Series (CTS) or League of Nations Treaty Series (LNTS).

It is not necessary to list the parties to a multilateral treaty but parties to a bilateral treaty should be included in round brackets immediately after the title, with the names of the parties separated by a dash, e.g. (Australia-Nauru).

Rehabilitation and Development Co-Operation Agreement (Australia-Nauru) (entered into force 5 May 1994) ATS 1994 15.

The date the treaty entered into force is not always available; if this is the case, just give the date the treaty was signed or adopted.

If appropriate, an informal/shortened title may be given in round brackets at the end of the reference but before any page/paragraph/article number. This informal/shortened title can be used in subsequent references, e.g.

Convention Relating to the Status of Refugees (adopted 28 July 1951, entered into force 22 April 1954) 189 UNTS 137 (Refugee Convention) art 33.

Information on how to reference a Council of Europe treaty can be found in section 5.3.2; for guidelines on how to reference a World Trade Organization treaty see section 5.3.3.

Checklist:

- ☐ **Title of Treaty**
- ☐ **In round brackets:**
 - put 'adopted' (if date available)
 - the day, month and year, followed by a comma
 - put 'entered into force'
 - the day, month and year
- ☐ **Volume number**
- ☐ **Abbreviation of Treaty series**
- ☐ **Page number**
- ☐ **If appropriate, in round brackets shorten the title of the treaty for use in future references**
- ☐ **Finish with a full stop.**

Footnote

When referring to the Treaty as a whole:

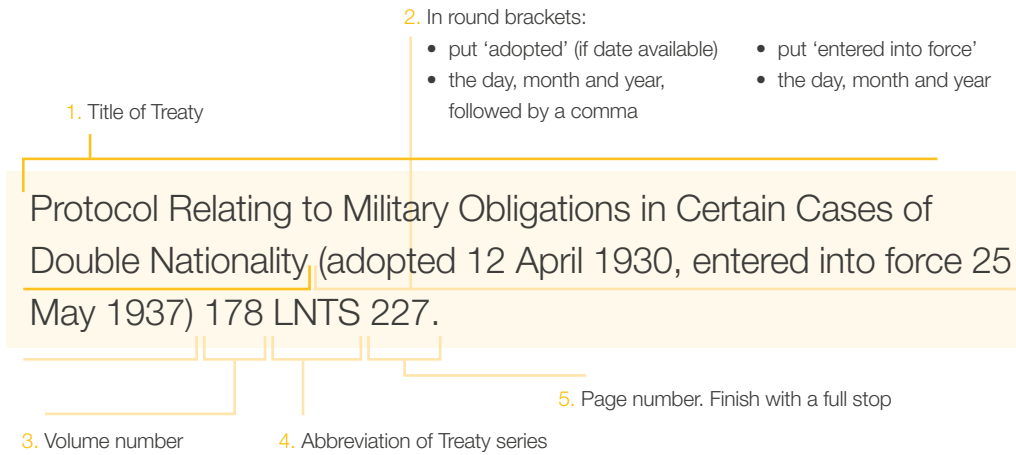


Table of International Treaties and Conventions

List Treaties and Conventions in alphabetical order of the first significant word of the title.

International Covenant on Civil and Political Rights (adopted 16 December 1966, entered into force 23 March 1976) 999 UNTS 171.

Protocol Relating to Military Obligations in Certain Cases of Double Nationality (adopted 12 April 1930, entered into force 25 May 1937) 178 LNTS 227.

Other footnote examples

When referring to a particular article, put 'art' followed by the relevant number:

Protocol Relating to Military Obligations in Certain Cases of Double Nationality (adopted 12 April 1930, entered into force 25 May 1937) 178 LNTS 227 art 7.

When referring to a Treaty for the first time, if appropriate, you could put a shortened title in round brackets for use in future references (as below):

International Covenant on Civil and Political Rights (adopted 16 December 1966, entered into force 23 March 1976) 999 UNTS 171 (ICCPR).

In your subsequent footnotes you can use the shortened title:

ICCPR art 4.

5.2 Cases and decisions

Where possible, refer to the *International Court of Justice Reports* (ICJ) or the *Permanent Court of International Justice Reports* (PCIJ). If an ICJ or PCIJ report is not available, refer to the website. If referring to the website, you need to give the URL/web address in angled brackets (<>) followed by the date of access.

Information on how to reference a World Trade Organization decision can be found in section 5.3.3.

Checklist:

- ☐ **Case name (in *italics* for the footnote only)**
- ☐ **In round brackets provide information on the type of case, e.g. Advisory Opinion, Application for Intervention etc.**
- ☐ **If referring to the ICJ reports:**
 - in square brackets put the year
 - put 'ICJ Rep'
 - first page of the report
- ☐ **If referring to the PCIJ reports:**
 - put 'PCIJ Rep Series', followed by the relevant letter
 - put 'No' followed by the case number
- ☐ **If referring to a website:**
 - provide details of the website
 - in angled brackets (<>) put the URL/web address
 - put 'accessed' followed by the date you accessed the case
- ☐ **Finish with a full stop.**

Footnote

When referring to a case reported in the ICJ:

1. Case name (in *italics* for the footnote only)

Case Concerning the Land, Island and Maritime Frontier Dispute (El Salvador/Honduras) (Application for Intervention) [1990] ICJ Rep 3.

2. In round brackets provide information on the type of case, e.g. Advisory Opinion, Application for Intervention etc.

3. In square brackets put the year

4. Put 'ICJ Rep'

5. First page of the report. Finish with a full stop

Table of International Cases

When listing cases in your **Table of International Cases**, the case name should **not** be in italics.

Application of the Convention on the Prevention and Punishment of the Crime of Genocide (Croatia v Serbia) (Pending) ICJ Press release 2014/15 <<http://www.icj-cij.org/docket/files/118/18258.pdf>> accessed 24 June 2014.

Case Concerning the Factory at Chorzów (Germany v Poland) (Merits) PCIJ Rep Series A No 17.

Case Concerning the Land, Island and Maritime Frontier Dispute (El Salvador/Honduras) (Application for Intervention) [1990] ICJ Rep 3.

Other footnote examples

When referring to a case reported in the PCIJ:

Case Concerning the Factory at Chorzów (Germany v Poland) (Claim for Indemnity) PCIJ Rep Series A No 17.

When referring to a case that is pending:

Application of the Convention on the Prevention and Punishment of the Crime of Genocide (Croatia v Serbia) (Pending) ICJ Press release 2014/15 <<http://www.icj-cij.org/docket/files/118/18258.pdf>> accessed 24 June 2014.

When referring to other general sources of reports on international cases include, where possible, the following:

Checklist:

- ☐ **Title of case (in *italics* for the footnote only)**
- ☐ **Year in round brackets**
- ☐ **Volume number**
- ☐ **Abbreviation of law report series**
- ☐ **First page of the report**
- ☐ **Finish with a full stop.**

5.3 International Organisations

5.3.1 United Nations

When referring to documents from the major bodies of the United Nations, you should include the unique document reference number that identifies both the body from which the document issues and the nature of the document, e.g. A/RES/68/272.

After the first mention/footnote you can abbreviate United Nations to UN; UN Security Council to UNSC; UN General Assembly to UNGA; and Resolution to Res.

5.3.1.1 General Assembly Resolutions

When referring to resolutions, you only need to include the title in the citation the *first* time you footnote it and in your bibliography.

Checklist:

- ☐ Provide the body in full the first time you mention it in a footnote but abbreviate it to 'UNGA' in subsequent footnotes
- ☐ Title in single quotation marks
- ☐ In round brackets put the date
- ☐ Put 'UN Doc' followed by the unique document reference number, e.g. S/Res/ or Press Release, followed by the relevant number
- ☐ Finish with a full stop.

Footnote

When referring to a United Nations General Assembly Resolution for the first time:

1. Provide the body in full the first time you mention it in a footnote but abbreviate it to 'UNGA' in subsequent footnotes
2. Title in single quotation marks

United Nations General Assembly 'Interaction Between the United Nations, National Parliaments and the Inter-Parliamentary Union' (19 May 2014) UN Doc A/RES/68/272.

3. In round brackets put the date
4. Put 'UN Doc' followed by the unique document reference number. Finish with a full stop

When referring to the same UNGA Resolution in subsequent footnotes:

UNGA Res 272 (19 May 2014) UN Doc A/RES/68/272.

Bibliography

List Resolutions in alphabetical order of the first significant word of the title.

United Nations General Assembly 'Interaction Between the United Nations, National Parliaments and the Inter-Parliamentary Union' (19 May 2014) UN Doc A/RES/68/272.

United Nations General Assembly 'Statement by Bureau of Committee on the Exercise of the Inalienable Rights of the Palestinian People, on the Situation in Jerusalem' (5 March 2014) Press Release GA/PAL/1287.

Other footnote examples

When referring to a United Nations General Assembly press release:

United Nations General Assembly 'Statement by Bureau of Committee on the Exercise of the Inalienable Rights of the Palestinian People, on the Situation in Jerusalem' (5 March 2014) Press Release GA/PAL/1287.

When referring to the same UNGA press release in subsequent footnotes:

UNGA Press Release (5 March 2014) GA/PAL/1287.

5.3.1.2 Security Council Resolutions

When referring to resolutions, you only need to include the title in the citation the *first* time you footnote it and in your bibliography.

Checklist:

- ☐ **Provide the body in full the first time you mention it in a footnote but abbreviate it to 'UNSC' in subsequent footnotes**
- ☐ **Title in single quotation marks**
- ☐ **In round brackets put the date**
- ☐ **Put 'UN Doc' followed by the unique document reference number, e.g. S/Res/ or Press Release followed by the relevant number**
- ☐ **Finish with a full stop.**

Footnote

When referring to a United Nations Security Council Resolution for the first time:

United Nations Security Council 'Threats to International Peace and Security Caused by Terrorist Acts' (17 June 2014) UN Doc S/RES/2160.

When referring to the same UNSC Resolution in subsequent footnotes:

UNSC Res 2160 (17 June 2014) UN Doc S/RES/2160.

Bibliography

List Resolutions in alphabetical order of the first significant word of the title.

United Nations Security Council, 'Journalists killed in Ukraine' (17 June 2014) Press Release SC/11442.

United Nations Security Council, 'Threats to International Peace and Security Caused by Terrorist Acts' (17 June 2014) UN Doc S/RES/2160.

Other footnote examples

When referring to a United Nations Security Council press release:

United Nations Security Council 'Journalists Killed in Ukraine' (17 June 2014) Press Release SC/11442.

When referring to the same UNSC press release in subsequent footnotes:

UNSC Press Release (17 June 2014) SC/11442.

5.3.2 Council of Europe

When referring to a Council of Europe treaty you should, where possible, include the following information:

Checklist:

- ☐ **Title of Treaty**
- ☐ **In round brackets:**
 - put 'adopted' (if date available) or 'opened for signature' (if date available)
 - the day, month and year, followed by a comma
 - put 'entered into force'
 - the day, month and year
- ☐ **Put 'CETS No.' followed by the number of the treaty**
- ☐ **If appropriate, in round brackets, shorten the title of the treaty for use in future references**
- ☐ **In the footnote only, if referring to a particular article put 'art' followed by the relevant number**
- ☐ **Finish with a full stop.**

If the date the treaty was adopted is not available, just put the date it was opened for signature and the date it entered into force.

If you refer to general information about the organisation, follow the guidelines for a website (section 16).

Footnote

When referring to the treaty as a whole:

Convention for the Protection of Human Rights and Fundamental Freedoms as Amended by Protocols No.11 and No.14 (opened for signature 4 November 1950, entered into force 3 September 1953) CETS No. 005.

When referring to a particular article, put 'art' followed by the relevant number:

Convention for the Protection of Human Rights and Fundamental Freedoms as Amended by Protocols No.11 and No.14 (opened for signature 4 November 1950, entered into force 3 September 1953) CETS No. 005 art 2.

Table of International Treaties and Conventions

Convention for the Protection of Human Rights and Fundamental Freedoms as Amended by Protocols No.11 and No.14 (opened for signature 4 November 1950, entered into force 3 September 1953) CETS No. 005.

5.3.3 World Trade Organization

This section provides information on how to reference World Trade Organization (WTO) treaties and decisions.

Documents dated before 1995 were created by The General Agreement on Tariff and Trade (GATT); the WTO was formed in 1995 as a replacement to GATT. GATT/WTO treaties are called 'agreements'.

If you refer to general information about the organisation, follow the guidelines for a website (section 16).

Agreements

When referring to GATT/WTO agreements you should, where possible, include the following information:

Checklist:

- ☐ **Title of agreement**
- ☐ **Date of the agreement in round brackets**
- ☐ **The agreement reference number, e.g. LT/UR/A-1A/2**
- ☐ **In the footnote only, if referring to a particular article, put 'art' followed by the relevant number**
- ☐ **Finish with a full stop.**

Footnote

When referring to a WTO agreement:

Agreement on Agriculture (15 April 1994) LT/UR/A-1A/2.

When referring to a GATT agreement:

Agreement on Trade in Civil Aircraft (11 March 1986) AIR/TSC/6.

When referring to a particular article, put 'art' followed by the relevant number:

Agreement on Agriculture (15 April 1994) LT/UR/A-1A/2 art 2.

Table of International Treaties and Conventions

List Treaties and Conventions in alphabetical order of the first significant word of the title.

Agreement on Agriculture (15 April 1994) LT/UR/A-1A/2.

Agreement on Trade in Civil Aircraft (11 March 1986) AIR/TSC/6.

Decisions

When referring to GATT/WTO decisions you should, where possible, include the following information:

Checklist:

- ☐ Title (in *italics* for the footnote only)
- ☐ Date of decision in round brackets
- ☐ WTO catalogue number
- ☐ Finish with a full stop.

Footnote

When referring to the decision as a whole:

India - Measures Affecting the Automotive Sector: Report of the Appellate Body (19 March 2002) WT/DS146/AB/R and WT/DS175/AB/R.

Table of International Treaties and Conventions

When listing cases in your Table of Cases, the case name should **not** be in italics.

India - Measures Affecting the Automotive Sector: Report of the Appellate Body (19 March 2002) WT/DS146/AB/R and WT/DS175/AB/R.

Other footnote examples

When referring to a paragraph in a decision, put the paragraph number in square brackets:

India - Measures Affecting the Automotive Sector: Report of the Appellate Body (19 March 2002) WT/DS146/AB/R and WT/DS175/AB/R [5].

When referring to a range of paragraphs in a decision, separate the numbers with a dash:

India - Measures Affecting the Automotive Sector: Report of the Appellate Body (19 March 2002) WT/DS146/AB/R and WT/DS175/AB/R [5]-[8].

5.4 Non-governmental reports

When referring to non-governmental reports you should, where possible, include the following information:

Checklist:

- ☐ In the **footnote** put the author/editor(s)' first name followed by their surname and a comma, or corporate author. If there is no named author, start the citation with the title of the report
- ☐ In the **bibliography** put the author/editor(s)' surname followed by their initial and a comma, or corporate author. If there is no named author, start the citation with the title of the report
- ☐ If the report is edited put 'ed' or 'eds' (for more than one editor) in round brackets, followed by a comma
- ☐ Title of report in single quotation marks
- ☐ If accessed online, in round brackets put:
 - the title of the website, in *italics*, followed by a comma
 - the date of publication (if available)
- ☐ For the **footnote only**, add the page number (if referring to a particular page)
- ☐ If accessed online, in angled brackets (<>) put the URL/web address
- ☐ Put 'accessed' and the date you accessed the source
- ☐ Finish with a full stop.

Footnote

When referring to the report as a whole:

Amnesty International, 'Amnesty International Report 2012: The State of the World's Human Rights' (*Amnesty International*, 2012) <http://files.amnesty.org/air12/air_2012_full_en.pdf> accessed 22 July 2014.

When referring to a particular page of a report, put the page number after the date of publication but before the URL:

Greenpeace, 'Lego is Keeping Bad Company' (*Greenpeace*, 1 July 2014) 6 <<http://www.greenpeace.org.uk/sites/files/gpuk/Lego%20Is%20keeping%20Bad%20Company.pdf>> accessed 22 July 2014.

Bibliography

Amnesty International, 'Amnesty International Report 2012: The State of the World's Human Rights' (*Amnesty International*, 2012) <http://files.amnesty.org/air12/air_2012_full_en.pdf> accessed 22 July 2014.

Greenpeace, 'Lego is Keeping Bad Company' (*Greenpeace*, 1 July 2014) <<http://www.greenpeace.org.uk/sites/files/gpuk/Lego%20Is%20keeping%20Bad%20Company.pdf>> accessed 22 July 2014.



When referencing a book you should list the author/editors(s)' first name followed by their surname in the footnote; however, in the bibliography you need to reverse this and list the author(s)' surname followed by their initial.

Checklist:

- ☐ In the **footnote** put the author/editor(s)' first name followed by their surname and a comma. If there is no author put the title of the book
- ☐ In the **bibliography** put the author/editor(s)' surname followed by their initial and a comma. If there is no author put the title of the book
- ☐ If the book is edited put 'ed' or 'eds' (for more than one editor) in round brackets, followed by a comma
- ☐ Title of book in *italics*
- ☐ In round brackets put:
 - the edition (if not the first) followed by 'edn' (abbreviation for edition) and a comma
 - publisher and year of publication
- ☐ Finish with a full stop.

6.1 Book with a single author

Footnote

When referring to the book as a whole:

1. Author's first name followed by their surname and a comma

2. Title of book in *italics*

Richard Stone, *The Modern Law of Contract* (10th edn, Routledge 2013).

3. In round brackets put:

- the edition (if not the first) followed by edn (abbreviation for edition) and a comma
- the publisher and the year

Finish with a full stop

Bibliography

When listing a book in your bibliography, you should reverse the author(s)' name so that the surname appears first, followed by their initials then a comma.

Stone R, *The Modern Law of Contract* (10th edn, Routledge 2013).

Other footnote examples

When referring to a particular page:

Richard Stone, *The Modern Law of Contract* (10th edn, Routledge 2013) 61.

When referring to a range of pages:

Richard Stone, *The Modern Law of Contract* (10th edn, Routledge 2013) 61-63.

6.2 Book with two authors

Footnote

Geoffrey Woodroffe and Robert Lowe, *Woodroffe and Lowe's Consumer Law and Practice* (9th edn, Sweet & Maxwell 2013).

Bibliography

When listing a book in your bibliography, you should reverse the author(s)' name so that the surname appears first, followed by their initials then a comma.

Woodroffe G and Lowe R, *Woodroffe and Lowe's Consumer Law and Practice* (9th edn, Sweet & Maxwell 2013).

Other footnote examples

When referring to a particular page:

Geoffrey Woodroffe and Robert Lowe, *Woodroffe and Lowe's Consumer Law and Practice* (9th edn, Sweet & Maxwell 2013) 15.

When referring to a particular paragraph:

Geoffrey Woodroffe and Robert Lowe, *Woodroffe and Lowe's Consumer Law and Practice* (9th edn, Sweet & Maxwell 2013) para 3.11.

6.3 Book with three authors

Footnote

Mark Sutherland Williams, Michael Hopmeier and Rupert Jones (eds), *Millington and Sutherland Williams on the Proceeds of Crime* (4th rev edn, Oxford University Press 2013).

Bibliography

When listing a book in your bibliography, you should reverse the author(s)' name so that the surname appears first, followed by their initials then a comma.

Sutherland Williams M, Hopmeier M and Jones R (eds), *Millington and Sutherland Williams on the Proceeds of Crime* (4th rev edn, Oxford University Press 2013).

6.4 Book with more than three authors

If there are more than three authors, in the footnote, give the name of the first author followed by 'and others' but list all the authors in the bibliography.

Footnote

Robert Cryer and others, *An Introduction to International Criminal Law and Procedure* (2nd edn, Cambridge University Press 2010).

Bibliography

List all author names in your bibliography.

When listing a book in your bibliography, you should reverse the author(s)' name so that the surname appears first, followed by their initials then a comma.

Cryer R, Friman H, Robinson D and Wilmsburst E, *An Introduction to International Criminal Law and Procedure* (2nd edn, Cambridge University Press 2010).

Other footnote examples

When referring to a particular page:

Robert Cryer and others, *An Introduction to International Criminal Law and Procedure* (2nd edn, Cambridge University Press 2010) 211.

When referring to a range of pages:

Robert Cryer and others, *An Introduction to International Criminal Law and Procedure* (2nd edn, Cambridge University Press 2010) 236-239.

6.5 Edited book

Checklist:

- ☐ In the **footnote** put the editor(s)' first name followed by their surname and a comma.
- ☐ In the **bibliography** put the editor(s)' surname followed by their initial and a comma.
- ☐ Put 'ed' or 'eds' (for more than one editor) in round brackets followed by a comma
- ☐ Title of book in *italics*
- ☐ In round brackets put:
 - the edition (if not the first) followed by 'edn' (abbreviation for edition) and a comma
 - publisher and year of publication
- ☐ Finish with a full stop.

Footnote

Anthony Arnall and others (eds), *A Constitutional Order of States? Essays in EU Law in Honour of Alan Dashwood* (Hart 2011).

Bibliography

When listing a book in your bibliography, you should reverse the editor(s)' name so that the surname appears first, followed by their initials then a comma.

Arnall A, Barnard C, Dougan M and Spaventa E (eds), *A Constitutional Order of States? Essays in EU Law in Honour of Alan Dashwood* (Hart 2011).

6.6 Chapter in an edited book

When referring to a chapter in an edited book, your footnote should include the chapter author(s)' name, followed by the title of the chapter in single quotation marks, then give the editor(s)' name(s), the title of the book (in *italics*) and the publication information.

Checklist:

In the footnote

- ☐ Put the chapter author(s)' first name, followed by their surname and a comma
- ☐ Title of chapter in single quotation marks
- ☐ Put 'in' followed by the editor(s)' first name and surname
- ☐ In round brackets put 'ed' or 'eds' (if more than one editor) followed by a comma
- ☐ Title of book in *italics*
- ☐ In round brackets
 - put the edition (if not the first) followed by 'edn' (abbreviation for edition) and a comma
 - publisher and year of publication
- ☐ Finish with a full stop.

In the bibliography

- ☐ Put the editor(s)' surname, followed by their initial and a comma
- ☐ In round brackets put 'ed' or 'eds' (if more than one editor) followed by a comma
- ☐ Title of book in *italics*
- ☐ In round brackets put:
 - the edition (if not the first) followed by 'edn' (abbreviation for edition) and a comma
 - publisher and year of publication
- ☐ Finish with a full stop.

Footnote

1. Put the chapter author(s)' first name, followed by their surname and a comma
 2. Title of chapter in single quotation marks
 3. Put 'in' followed by the editor(s)' first name and surname
- Duncan French and Richard Kirkham, 'Complaint and Grievance Mechanisms in International Dispute Settlement', in Duncan French, Matthew Saul and Nigel White (eds), *International Law and Dispute Settlement: New Problems and Techniques* (Hart 2012).
5. Title of book in *italics*
 4. In round brackets put 'ed' or 'eds' (if more than one editor) followed by a comma
 6. In round brackets put:
 - edition (if not the first) followed by 'edn' (abbreviation for edition) and a comma
 - publisher and year of publication
 Finish with a full stop

Bibliography

When listing a book in your bibliography, you should reverse the editor(s)' name so that the surname appears first, followed by their initials then a comma.

French D, Saul M and White N (eds), *International Law and Dispute Settlement: New Problems and Techniques* (Hart 2012).

6.7 Loose-leaf publication

When referring to a loose-leaf publication you should give the title (in *italics*) excluding the name of the current author or editor but including names which have become part of the title, e.g. *Monroe & Nock on the Law of Stamp Duties*. Do not give publication details in either the footnote or the bibliography.

Try to avoid referring to a particular page/paragraph but if you must do so, refer to the paragraph rather than the page, providing the following information: volume (if appropriate), release number or date of issue (which should be located at the bottom of the page of the publication) in the same format used by the publisher but without full stops.

Checklist:

- ☐ **Title of loose-leaf in *italics*, followed by a comma**
- ☐ **If referring to a particular paragraph:**
 - put 'vol' and the number (if applicable) followed by a comma
 - put 'para' followed by the number (if applicable)
 - in round brackets put 'issue', followed by the number (if applicable)
- ☐ **Finish with a full stop.**

Footnote

When referring to a loose-leaf publication as a whole:

Harvey on Industrial Relations and Employment Law.

When referring to a particular paragraph in a loose-leaf publication:

Harvey on Industrial Relations and Employment Law, vol 1, para 31 (issue 234).

Bibliography

You do not need to provide publication details for a loose-leaf publication.

Harvey on Industrial Relations and Employment Law.

6.8 Encyclopaedia

When referring to an encyclopaedia, follow the guidelines for a book but exclude the author/editor and publisher information:

Checklist:

- ☐ **Title of encyclopaedia in *italics***
- ☐ **In round brackets:**
 - put the edition followed by a comma
 - year of issue/reissue
- ☐ **Put 'vol' followed by the number**
- ☐ **In the **footnote**, if referring to a particular paragraph, put a comma followed by 'para' and the paragraph number**
- ☐ **Finish with a full stop.**

Footnote

When referring to a particular volume:

Halsbury's Laws (5th edn, 2013) vol 23.

When referring to a particular paragraph:

Halsbury's Laws (5th edn, 2013) vol 23, para 859.

Bibliography

Halsbury's Laws (5th edn, 2013) vol 23.



6.9 Ebook

When referring to ebooks you do **not** need to provide the URL/web address or the date the book was accessed online.

Checklist:

- ☐ In the **footnote** put the author(s)' first name followed by their surname and a comma. If there is no author put the title of the book
- ☐ In the **bibliography** put the author(s)' surname followed by their initial and a comma. If there is no author put the title of the book
- ☐ If the book is edited put 'ed' or 'eds' (for more than one editor) in round brackets, followed by a comma
- ☐ Title of book in *italics*
- ☐ In round brackets:
 - put the edition (if not the first) followed by edn (abbreviation for edition) and a comma
 - publisher and year of publication
- ☐ Finish with a full stop.

Footnote

When referring to the book as a whole:

Phil Syrpis, *The Judiciary, the Legislature and the EU Internal Market* (Cambridge University Press 2012).

When referring to a particular page in an ebook:

Phil Syrpis, *The Judiciary, the Legislature and the EU Internal Market* (Cambridge University Press 2012) 54.

Bibliography

When listing a book in your bibliography, you should reverse the author/editor(s)' name so that the surname appears first, followed by their initials then a comma.

Syrpis P, *The Judiciary, the Legislature and the EU Internal Market* (Cambridge University Press 2012).

Correspondence



7.1 Email

You should seek permission from the sender before referring to personal emails in your academic work.

Checklist:

- ☐ Put 'Email from' followed by the senders' first name and surname (if you are the sender put author)
- ☐ Put 'to' followed by the recipients' first name and surname (if you are the recipient put author)
- ☐ In round brackets put the day, month and year that the email was sent
- ☐ Finish with a full stop.

Footnote

1. Put 'Email from' followed by the senders' first name and surname (if you are the sender put author)

Email from Anne Dennett to author (7 July 2014).

2. Put 'to' followed by the recipients' first name and surname (if you are the recipient put author)

3. In round brackets put the day, month and year that the email was sent. Finish with a full stop

Bibliography

Email from Anne Dennett to author (7 July 2014).



7.2 Letter

You should seek permission from the sender/recipient before referring to personal letters in your academic work.

Checklist:

- ☐ Put 'Letter from' followed by the senders' first name and surname (if you are the sender put author)
- ☐ Put 'to' followed by the recipients' first name and surname (if you are the recipient put author)
- ☐ In round brackets put the day, month and year that the letter was sent
- ☐ Finish with a full stop.

Footnote

Letter from author to Lincoln Crown Court (9 July 2014).

Bibliography

Letter from author to Lincoln Crown Court (9 July 2014).

Conference papers



When referring to a conference paper that has been published, cite the published version following the guidelines for a book.

Conference papers that are available online should include a URL/web address and date of access.

Checklist:

- ☐ In the **footnote** put the author(s)' first name followed by their surname and a comma
- ☐ In the **bibliography** put the author(s)' surname followed by their initial and a comma
- ☐ Title of paper in single quotation marks
- ☐ In round brackets:
 - put the conference title, followed by a comma
 - the location, followed by a comma
 - the date of the conference
- ☐ If the conference paper was accessed online, put:
 - In angled brackets (<>) the URL/web address
 - Put 'accessed' and the date you accessed the source
- ☐ Finish with a full stop.

Footnote

1. In the **footnote** put the author(s)' first name followed by their surname and a comma
2. Title of paper in single quotation marks
3. In round brackets put:
 - the conference title, followed by a comma
 - the location, followed by a comma
 - the date of the conference
4. If the conference paper was accessed online, put the URL/web address, in angled brackets (<>). Put 'accessed' and the date you accessed the source. Finish with a full stop

Duncan French, 'Why do we Teach International Law Like We do?' (Society of Legal Scholars Annual Conference, Bristol, 12 September 2012) <<http://www.conference.legalscholars.ac.uk/bristol/abstract.cfm?id=298>> accessed 28 June 2014.

Bibliography

When listing a conference paper in your bibliography, you should reverse the author(s)' name so that the surname appears first, followed by their initials then a comma.

French D, 'Why do we Teach International Law Like We do?' (Society of Legal Scholars Annual Conference, Bristol, 12 September 2012) <<http://www.conference.legalscholars.ac.uk/bristol/abstract.cfm?id=298>> accessed 28 June 2014.



9.1 Broadcast

Checklist:

- ☐ In the **footnote**, put the interviewer(s)' first name, followed by their surname and a comma
- ☐ In the **bibliography**, put the interviewer(s)' surname, followed by their initials and a comma
- ☐ Put 'Interview with' followed by the first name and surname of the interviewee
- ☐ In round brackets put:
 - the programme name (if applicable) followed by a comma
 - where it was broadcast, followed by a comma
 - day, month and year it was broadcast
- ☐ Finish with a full stop.

Footnote

1. In the **footnote**, put the interviewer(s)' first name, followed by their surname and a comma
2. Put 'Interview with' followed by the first name and surname of the interviewee

Andrew Marr, Interview with David Cameron (Andrew Marr Show, BBC One, 5 January 2014).

3. In round brackets put:
 - the programme name (if applicable) followed by a comma
 - where it was broadcast, followed by a comma
 - day, month and year it was broadcast
 Finish with a full stop

Bibliography

When listing an interview in your bibliography, you should reverse the interviewer(s)' name so that the surname appears first, followed by their initials then a comma.

Marr A, Interview with David Cameron (Andrew Marr Show, BBC One, 5 January 2014).



9.2 Personal

You should seek permission from the interviewee/interviewer before referring to a personal interview in your academic work.

Checklist:

- ☐ If the interview was conducted by somebody other than yourself, put the interviewer(s)' first name and surname followed by a comma
- ☐ Put 'Interview with'
- ☐ The first name and surname of the interviewee, followed by a comma
- ☐ Position of the interviewee followed by a comma
- ☐ Institution (if applicable)
- ☐ In round brackets put:
 - the location of the interview
 - day, month and year of the interview
- ☐ Finish with a full stop.

Footnote

Interview with Jo Carby-Hall, Director of International Legal Research, Centre for Legislative Studies, University of Hull (Hull, 1 July 2014).

Bibliography

Interview with Jo Carby-Hall, Director of International Legal Research, Centre for Legislative Studies, University of Hull (Hull, 1 July 2014).

Journal articles



Journal articles found on databases (such as LexisLibrary, HeinOnline, Westlaw, etc) or websites (such as publishers, the Library, etc.) should be treated as hard copies; this means that you should reference them as print copies even though you have accessed them electronically. You should never include information about how you accessed the article unless it is *only* available electronically.

When referencing journal articles you should list the author(s)' first name followed by their surname in the footnote; however, in the bibliography you need to reverse this and list the author(s)' surname followed by their initial.

If the article has more than one author, follow the (author) guidelines for a book: three or less, list all the authors in the footnote and bibliography. If there are more than three authors, put 'and others' in the footnote but list all the authors in the bibliography.

Checklist:

- ☐ In the **footnote** put the author(s)' first name followed by their surname and a comma. If there is no author put the title of the article
- ☐ In the **bibliography** put the author(s)' surname followed by their initial and a comma. If there is no author put the title of the article
- ☐ Title of article in single quotation marks
- ☐ [year] OR (year)*
- ☐ Volume number (if applicable)
- ☐ Issue number in round brackets (if applicable)
- ☐ Journal abbreviation.
If you are unsure what the abbreviation is, search for the title using the Cardiff Index to Legal Abbreviations: <http://www.legalabbrevs.cardiff.ac.uk>
- ☐ First page of article
- ☐ Finish with a full stop.

* Use square brackets if there is no volume number, or round brackets if there is a separate volume number.

10.1 Print articles

Footnote

When referring to the article as a whole:

1. In the **footnote** put the author(s)' first name followed by their surname and a comma. If there is no author put the title of the article
2. Title of article in single quotation marks
3. [year] OR (year)
4. Volume number (if applicable). Issue number in round brackets (if applicable)
5. Journal abbreviation
6. First page of article. Finish with a full stop

Julia Powles, 'Replacement of Parts and Patent Infringement' (2013) 72(3) CLJ 518.

Bibliography

When listing a journal article in your bibliography, you should reverse the author(s)' name so that the surname appears first, followed by their initials then a comma.

Powles J, 'Replacement of Parts and Patent Infringement' (2013) 72(3) CLJ 518.

Other footnote examples

When referring to a particular page:

Julia Powles, 'Replacement of Parts and Patent Infringement' (2013) 72(3) CLJ 518, 520.

When referring to a range of pages:

Julia Powles, 'Replacement of Parts and Patent Infringement' (2013) 72(3) CLJ 518, 520-522.

When referring to an editorial:

AWM, 'Murder is Murder' (1996) 38(3) Crim LQ 257 (editorial).

10.2 Online articles

When referring to journals that have been published online **only**, e.g. *Web Journal of Current Legal Issues*, you need to provide the URL/web address and the date you accessed the article.

The journals available online via Westlaw, LexisLibrary and HeinOnline tend to be print journals that have been made available electronically; therefore, if you found the article on one of the above, you **do not** need to add the URL/web address or the date you accessed it.

Checklist:

- ☐ In the **footnote** put the author(s)' first name followed by their surname and a comma. If there is no author put the title of the article
- ☐ In the **bibliography** put the author(s)' surname followed by their initial and a comma. If there is no author put the title of the article
- ☐ Title of the article in single quotation marks
- ☐ Year the article was published in –
 - round brackets if there is a separate volume number
 - square brackets if there is no separate volume number
- ☐ Volume number (if applicable)
- ☐ Issue number in round brackets (if applicable)
- ☐ Journal abbreviation.
If you are unsure what the abbreviation is, search for the title using the Cardiff Index to Legal Abbreviations: <http://www.legalabbrevs.cardiff.ac.uk>
- ☐ First page of the article
- ☐ If the journal is **only** available online, in angled brackets (<>) give the URL/web address
- ☐ Put 'accessed' and the date you accessed the online journal
- ☐ Finish with a full stop.

Footnote

When referring to an article that is **only** available online:

Richard Stone, 'Forming Contracts without Offer and Acceptance, Lord Denning and the Harmonisation of English Contract Law' [2012] 4 Web JCLI <<http://www.bailii.org/uk/other/journals/WebJCLI/2012/issue4/pdf/stone4.pdf>> accessed 8 April 2014.

When referring to a print article that has been accessed online:

Paul Davies, 'Rectifying the Course of Rectification' [2012] 75(3) MLR 412.

Bibliography

When listing a journal article in your bibliography, you should reverse the author(s)' name so that the surname appears first, followed by their initials then a comma.

Davies P, 'Rectifying the Course of Rectification' [2012] 75(3) MLR 412.

Stone R, 'Forming Contracts without Offer and Acceptance, Lord Denning and the Harmonisation of English Contract Law' [2012] 4 Web JCLI <<http://www.bailii.org/uk/other/journals/WebJCLI/2012/issue4/pdf/stone4.pdf>> accessed 8 April 2014.

10.3 Case notes/comments

Treat case notes/comments with titles as if they were journal articles but add 'note' in round brackets at the end of the citation. If the case note/comment does not have a title, use the name of the case. When referring to the note or comment of a case, even if not separately cited, you should include the case in your Table of Cases, citing the most authoritative report.

Checklist:

- ☐ In the **footnote** put the author(s)' first name followed by their surname and a comma. If there is no author put the title of the article
- ☐ In the **bibliography** put the author(s)' surname followed by their initial and a comma. If there is no author put the title of the article
- ☐ Title of the article in single quotation marks
- ☐ Year the article was published in –
 - round brackets if there is a separate volume number
 - square brackets if there is no separate volume number
- ☐ Volume number (if applicable)
- ☐ Issue number in round brackets (if applicable)
- ☐ Journal abbreviation.
If you are unsure what the abbreviation is, search for the title using the Cardiff Index to Legal Abbreviations: <http://www.legalabbrevs.cardiff.ac.uk>
- ☐ First page of the article
- ☐ Put note in round brackets
- ☐ Finish with a full stop.

Footnote

Kingsley Hyland, 'R v Mahmood and Khan: Prison Having Blanket Policy Whereby all Telephone Calls from Inmates Recorded – Whether Recordings Admissible in Evidence' (2014) 7 Crim LR 518 (note).



Bibliography

When listing a case note/comment in your bibliography, you should reverse the author(s)' name so that the surname appears first, followed by their initials then a comma.

Hyland K, 'R v Mahmood and Khan: Prison Having Blanket Policy Whereby all Telephone Calls from Inmates Recorded – Whether Recordings Admissible in Evidence' (2014) 7 Crim LR 518 (note).

10.4 Yearbooks

When referring to an article in a yearbook, you should treat it the same way you would a journal article.

Checklist:

- ☐ In the **footnote** put the author(s)' first name followed by their surname and a comma. If there is no author put the title of the article
- ☐ In the **bibliography** put the author(s)' surname followed by their initial and a comma. If there is no author put the title of the article
- ☐ Title of the article in single quotation marks
- ☐ Year the article was published in –
 - round brackets if there is a separate volume number
 - square brackets if there is no separate volume number
- ☐ Volume number (if applicable)
- ☐ Issue number in round brackets (if applicable)
- ☐ Journal abbreviation.
If you are unsure what the abbreviation is, search for the title using the Cardiff Index to Legal Abbreviations: <http://www.legalabbrevs.cardiff.ac.uk>
- ☐ First page of the article
- ☐ Finish with a full stop.

Footnote

Jan Wouters and Sanderijn Duquet, 'The Arab Uprisings and the European Union: In Search of a Comprehensive Strategy' (2013) 32(1) YEL 230.

Bibliography

When listing an article from a year book in your bibliography, you should reverse the author(s)' name so that the surname appears first, followed by their initials then a comma.

Wouters J and Duquet S, 'The Arab Uprisings and the European Union: In Search of a Comprehensive Strategy' (2013) 32(1) YEL 230.



Newspaper articles

When referring to newspaper articles you should give the author's name, the title of the article, the name of the newspaper and then in round brackets the place of publication and the date. If the article has a page number give this information after the brackets. If the article was accessed online and does not have a page number, provide the web address and date of access.

Your footnote and bibliography should not include information about how you accessed the source, e.g. LexisLibrary, Westlaw, etc.

Checklist:

- ☐ **Footnote only** – put the author(s)' first name, followed by their surname and a comma
- ☐ **Bibliography** – put the author(s)' surname, followed by their initial and a comma
- ☐ Title of the article in single quotation marks
- ☐ Name of the newspaper in *italics*
- ☐ In round brackets put:
 - city of publication, followed by a comma
 - day, month and year of publication
- ☐ Section name (if applicable) followed by the page number (if known)
- ☐ If accessed online and there is **no** page number:
 - In angled brackets (< >) put the URL/web address
 - Put 'accessed' and the date you accessed the source
- ☐ Finish with a full stop.

Footnote

1. In the **footnote** put the author(s)' first name, followed by their surname and a comma
2. Title of the article in single quotation marks

Richard Norton-Taylor, 'MOD Breached Rights Laws with Detention of Afghans' *The Guardian* (London, 3 May 2014) 12.

3. Name of the newspaper in *italics*

4. In round brackets put:
 - city of publication followed by a comma
 - day, month and year of publication

5. Section name (if applicable) followed by the page number (if known). Finish with a full stop

Bibliography

When listing a newspaper article in your bibliography, you should reverse the author(s)' name so that the surname appears first, followed by their initials then a comma.

Norton-Taylor R, 'MOD Breached Rights Laws with Detention of Afghans' *The Guardian* (London, 3 May 2014) 12.



12.1 Command papers

Command papers include White and Green papers, government responses to select committee reports, and reports of committees of inquiry.

Checklist:

- ☐ **Name of the department or body that produced the paper, followed by a comma**
- ☐ **Title of the paper in *italics***
- ☐ **In round brackets put:**
 - **any additional information required**
 - **the command paper number followed by a comma**
 - **the year**
- ☐ **Finish with a full stop.**

Footnote

1. Name of the department or body that produced the paper, followed by a comma

2. Title of the paper in *italics*

3. In round brackets put:

- any additional information required
 - the command paper number followed by a comma
 - the year
- Finish with a full stop

Lord Chancellor, Secretary of State for Justice and Secretary of State for Health, *Valuing Every Voice, Respecting Every Right: Making the Case for the Mental Capacity Act* (The Government's Response to the House of Lords Select Committee Report on the Mental Capacity Act 2005 CM 8884, 2014).

Bibliography

Lord Chancellor, Secretary of State for Justice and Secretary of State for Health, *Valuing Every Voice, Respecting Every Right: Making the Case for the Mental Capacity Act* (The Government's Response to the House of Lords Select Committee Report on the Mental Capacity Act 2005 CM 8884, 2014).

Other footnote examples

When referring to a particular page:

Lord Chancellor, Secretary of State for Justice and Secretary of State for Health, *Valuing Every Voice, Respecting Every Right: Making the Case for the Mental Capacity Act* (The Government's Response to the House of Lords Select Committee Report on the Mental Capacity Act 2005 CM 8884, 2014) 9.

12.2 Hansard and Parliamentary reports

When referring to debates on the floor of the House of Commons or the House of Lords you should include the following information:

Debates

Checklist:

- ☐ 'HL Deb' or 'HC Deb'
- ☐ Day, month and year, followed by a comma
- ☐ Put 'vol' followed by the volume number and a comma
- ☐ Put 'col' or 'cols' (if referring to more than one column)
- ☐ If referring to a written answer in the House of Lords, put 'WA'
- ☐ Column number
- ☐ If referring to a written answer in the House of Commons, put 'W'
- ☐ Finish with a full stop.

Footnote

When referring to a particular column:

HL Deb 22 October 2013, vol 748, col 892.

When referring to a range of columns:

HC Deb 9 May 2012, vol 545, col 15-17.

When referring to a written answer in the House of Lords:

HL Deb 20 November 2013, vol 749, col WA209.

When referring to a written answer in the House of Commons:

HC Deb 24 April 2013, vol 561, col 904W.

Bibliography

List debates in date order (starting with the oldest).

HC Deb 9 May 2012, vol 545, col 15-17.
 HC Deb 24 April 2013, vol 561, col 904W.
 HL Deb 22 October 2013, vol 748, col 892.
 HL Deb 20 November 2013, vol 749, col WA209.

Reports

When referring to reports of select committees of either House, or joint committees of both Houses, you should, where possible, provide the following information:

Checklist:

- ☐ **Name of the committee, followed by a comma**
- ☐ **Title of the report in *italics***
- ☐ **In round brackets put:**
 - **'HL' or 'HC'**
 - **the session followed by a comma**
 - **the paper number**
 - **in roman numerals the volume number (if applicable)**
- ☐ **Finish with a full stop.**

Footnote

When referring to a House of Lords select committee report:

Science and Technology Committee, *Setting Priorities for Publicly Funded Research* (HL 2009-10, 104-I).

When referring to a House of Commons select committee report:

Health Committee, *The Use of Overseas Doctors in Providing Out-Of-Hours Service* (HC 2009-10, 441).

When referring to a joint committee report, cite first the House of Lords paper number, followed by a comma and then the House of Commons paper number:

Joint Committee on Human Rights, *Legislative Scrutiny: Child Poverty Bill* (2008-09, HL 183, HC1114).

Bibliography

Health Committee, *The Use of Overseas Doctors in Providing Out-Of-Hours Service* (HC 2009-10, 441).

Joint Committee on Human Rights, *Legislative Scrutiny: Child Poverty Bill* (2008-09, HL 183, HC1114).

Science and Technology Committee, *Setting Priorities for Publicly Funded Research* (HL 2009-10, 104-I).

Research papers

Checklist:

- ☐ **Footnote only** – put the author(s)' first name, followed by their surname and a comma
- ☐ **Bibliography** – put the author(s)' surname, followed by their initial and a comma
- ☐ Title of the report in *italics*
- ☐ In round brackets put:
 - Series/publisher (if applicable) followed by the report number (if applicable) and a comma
 - the year
- ☐ If accessed online:
 - In angled brackets (< >) put the URL/web address
 - Put 'accessed' and the date you accessed the source
 - Finish with a full stop.

Footnote

Matthew Leeke, Chris Sear and Oonagh Gay, *An Introduction to Devolution in the UK* (House of Commons Library Research Paper 03/84, 2003) <<http://researchbriefings.parliament.uk/ResearchBriefing/Summary/RP03-84>> accessed 20 July 2016.

Bibliography

Leeke M, Sear C and Gay O, *An Introduction to Devolution in the UK* (House of Commons Library Research Paper 03/84, 2003) <<http://researchbriefings.parliament.uk/ResearchBriefing/Summary/RP03-84>> accessed 20 July 2016.



12.3 Law Commission reports

When referring to a Law Commission report, you should include the following information:

Checklist:

- ☐ Put 'Law Commission', followed by a comma
- ☐ Title in *italics*
- ☐ In round brackets:
 - put 'Law Com No' followed by the report number and a comma
 - the year
- ☐ Finish with a full stop.

Footnote

Law Commission, *Data Sharing Between Public Bodies: A Scoping Report* (Law Com No 351, 2014).

Bibliography

Law Commission, *Data Sharing Between Public Bodies: A Scoping Report* (Law Com No 351, 2014).

Other footnote examples

When referring to a particular paragraph, put 'para' followed by the relevant number:

Law Commission, *Data Sharing Between Public Bodies: A Scoping Report* (Law Com No 351, 2014) para 1.56.

When referring to a range of paragraphs, put 'paras' followed by the relevant numbers separated with a dash:

Law Commission, *Data Sharing Between Public Bodies: A Scoping Report* (Law Com No 351, 2014) paras 1.81-1.85.



13.1 Blogs

Checklist:

- ☐ In the **footnote** put the author/editor(s)' first name followed by their surname and a comma. If there is no author put the title of the blog
- ☐ In the **bibliography** put the author/editor(s)' surname followed by their initial and a comma. If there is no author put the title of the blog
- ☐ Title of blog entry in single quotation marks
- ☐ In round brackets put:
 - the name of the blog, in *italics*, followed by a comma
 - the day, month and year of the blog entry
- ☐ In angled brackets (<>) put the URL/web address of the blog post
- ☐ Put 'accessed' and the date you accessed the blog entry
- ☐ Finish with a full stop.

Footnote

1. In the **footnote** put the author/editor(s)' first name followed by their surname and a comma. If there is no author put the title of the blog
 2. Title of blog entry in single quotation marks
 3. In round brackets put:
 - the name of the blog, in *italics*, followed by a comma
 - the day, month and year of the blog entry
- Tim Kevan, 'From Then to Now: How Has Litigation Funding Reformed?' (*The Barrister Blog*, 17 March 2014) <<http://timkevan.blogspot.co.uk/2014/03/from-then-to-now-how-has-litigation.html>> accessed 25 March 2014.
4. In angle brackets (<>) put the URL/web address of the blog post
 5. Put 'accessed' and the date you accessed the blog entry. Finish with a full stop

Bibliography

When listing a blog in your bibliography, you should reverse the author(s)' name so that the surname appears first, followed by their initials then a comma.

Kevan T, 'From Then to Now: How Has Litigation Funding Reformed?' (*The Barrister Blog*, 17 March 2014) <<http://timkevan.blogspot.co.uk/2014/03/from-then-to-now-how-has-litigation.html>> accessed 25 March 2014.

13.2 Facebook

Checklist:

- ☐ Contributor(s) followed by a comma
- ☐ Short description of post in single quotation marks
- ☐ In round brackets put:
 - the name of the Facebook page in *italics*, followed by a comma
 - the day, month and year of the post
- ☐ In angled brackets (<>) put the URL/web address of the Facebook page
- ☐ Put 'accessed' and the date you accessed the post
- ☐ Finish with a full stop.

Footnote

University of Lincoln English Language Centre, 'English Language Workshops' (*University of Lincoln English Language Centre*, 16 May 2013) <<https://www.facebook.com/pages/University-of-Lincoln-English-Language-Centre/214820105273196>> accessed 10 June 2013.

Bibliography

University of Lincoln English Language Centre, 'English Language Workshops' (*University of Lincoln English Language Centre*, 16 May 2013) <<https://www.facebook.com/pages/University-of-Lincoln-English-Language-Centre/214820105273196>> accessed 10 June 2013.

13.3 Video sharing websites

Checklist:

- ☐ In the **footnote** put the contributor(s)' first name followed by their surname and a comma, or corporate author. If there is no named author, start the citation with the title of the video
- ☐ In the **bibliography** put the contributor(s)' surname followed by their initial and a comma, or corporate author. If there is no named author, start the citation with the title of the video
- ☐ Title of video in single quotation marks
- ☐ In round brackets put:
 - the title of the website, in *italics*, followed by a comma
 - the date the video was uploaded (if available)
- ☐ In angled brackets (<>) put the URL/web address
- ☐ Put 'accessed' and the date you accessed the video
- ☐ Finish with a full stop.

Footnote

University of Lincoln, 'Research Showcase: Reform of Law on Powers of Entry' (*YouTube*, 8 January 2014) <http://youtube/P_0ztDLF7mc?list=PL23BqVEMhpmnxdyPHpUW9p8-m8LP4Tnf> accessed 22 July 2014.

Bibliography

University of Lincoln, 'Research Showcase: Reform of Law on Powers of Entry' (*YouTube*, 8 January 2014) <http://youtube/P_0ztDLF7mc?list=PL23BqVEMhpmnxdyPHpUW9p8-m8LP4Tnf> accessed 22 July 2014.

13.4 Twitter

Checklist:

- ☐ Contributor(s) followed by a comma
- ☐ Short description of tweet in single quotation marks
- ☐ In round brackets put:
 - 'Twitter' in *italics*, followed by a comma
 - the day, month and year of tweet
- ☐ In angled brackets (<>) put the URL/web address of the tweet
- ☐ Put 'accessed' and the date you accessed the tweet
- ☐ Finish with a full stop.

Footnote

Lincoln Law School, 'Staff/Student International Law Workshop' (*Twitter*, 4 June 2014)
 <<https://twitter.com/LincolnLaw/status/474159347598372864>> accessed 4 June 2014.

Bibliography

Lincoln Law School, 'Staff/Student International Law Workshop' (*Twitter*, 4 June 2014)
 <<https://twitter.com/LincolnLaw/status/474159347598372864>> accessed 4 June 2014.

13.5 Podcasts, vidcasts, vodcasts

When referring to a podcast, vidcast or vodcast, provide the following information:

Checklist:

- ☐ In the **footnote** put the broadcaster(s)' first name followed by their surname and a comma, or corporate author. If there is no named author, start the citation with the title of the podcast/vidcast/vodcast
- ☐ In the **bibliography** put the broadcaster(s)' surname followed by their initial and a comma, or corporate author. If there is no named author, start the citation with the title of the podcast/vidcast/vodcast
- ☐ Title of the podcast/vidcast/vodcast in single quotation marks
- ☐ In round brackets put:
 - the title of the website, in *italics*, followed by a comma
 - the day, month and year of broadcast (if available)
- ☐ In angled brackets (<>) put the URL/web address
- ☐ Put 'accessed' and the date you accessed the podcast/vidcast/vodcast
- ☐ Finish with a full stop.

Footnote

BBC, 'Law in Action: Policing Social Media' (*Podcasts & Downloads*, 24 June 2014) <<http://www.bbc.co.uk/podcasts/series/law> accessed 21 July 2014> accessed 21 July 2014.

Bibliography

BBC, 'Law in Action: Policing Social Media' (*Podcasts & Downloads*, 24 June 2014) <<http://www.bbc.co.uk/podcasts/series/law>> accessed 21 July 2014.

Theses, dissertations



Checklist:

- ☐ In the **footnote** put the author's first name followed by their surname and a comma
- ☐ In the **bibliography** put the author(s)' surname followed by their initial and a comma
- ☐ Title of thesis/dissertation in single quotation marks
- ☐ In round brackets put:
 - qualification level, followed by a comma
 - the Higher Education institution
 - the year of completion
- ☐ Finish with a full stop.

Footnote

1. In the **footnote** put the author's first name followed by their surname and a comma

2. Title of thesis/dissertation in single quotation marks

Graham Melling, 'The Continued Validity of the United Nations Charter's Use of Force Paradigm' (PhD thesis, University of Reading 2005).

3. In round brackets put:

- qualification level, followed by a comma
- the Higher Education institution
- the year of completion

Finish with a full stop

Bibliography

When listing a thesis/dissertation in your bibliography, you should reverse the author's name so that the surname appears first, followed by their initials then a comma.

Melling G, 'The Continued Validity of the United Nations Charter's Use of Force Paradigm' (PhD thesis, University of Reading 2005).

Verbal communications



15.1 Lecture, seminar

You should seek permission from your lecturer/tutor before referring to lectures or seminars in your academic work.

Checklist:

- ☐ In the **footnote** put the lecturer(s)' first name followed by their surname and a comma
- ☐ In the **bibliography** put the lecturer(s)' surname followed by their initial and a comma
- ☐ Title of lecture in single quotation marks
- ☐ In round brackets put:
 - 'Lecture in'
 - the module title and code, followed by a comma
 - the Higher Education institution, followed by a comma
 - day, month and year of lecture
- ☐ Finish with a full stop.

Footnote

1. In the **footnote** put the lecturer(s)' first name followed by their surname and a comma
2. Title of lecture in single quotation marks

Anne Dennett, 'Law of the Air and Outer Space' (Lecture in International Law LAW3066M-1314, University of Lincoln, 9 January 2014).

3. In round brackets put:
 - 'Lecture in'
 - the module title and code, followed by a comma
 - the Higher Education institution, followed by a comma
 - day, month and year of lecture
 Finish with a full stop

Bibliography

When listing a lecture/seminar in your bibliography, you should reverse the author(s)' name so that the surname appears first, followed by their initials then a comma.

Dennett A, 'Law of the Air and Outer Space' (Lecture in International Law LAW3066M-1314, University of Lincoln, 9 January 2014).



15.2 Speech

Checklist:

- ☐ In the **footnote** put the author(s)' first name followed by their surname and a comma, or corporate author
- ☐ In the **bibliography** put the author(s)' surname followed by their initial and a comma, or corporate author
- ☐ Title of speech in single quotation marks
- ☐ In round brackets put:
 - 'Speech delivered at' followed by the location then a comma
 - day, month and year speech was delivered
- ☐ If the speech was accessed online put:
 - in angled brackets (<>) the URL/web address
 - 'accessed' and the date you accessed the source
- ☐ Finish with a full stop.

Footnote

Attorney General's Office and the Rt Hon Dominic Grieve, 'The Rule of Law and the Prosecutor' (Speech delivered at the 18th Annual Conference and General Meeting of the International Association of Prosecutors, Moscow, 9 September 2013) <<https://www.gov.uk/government/speeches/the-rule-of-law-and-the-prosecutor>> accessed 5 June 2014.

Bibliography

Attorney General's Office and Grieve D, 'The Rule of Law and the Prosecutor' (Speech delivered at the 18th Annual Conference and General Meeting of the International Association of Prosecutors, Moscow, 9 September 2013) <<https://www.gov.uk/government/speeches/the-rule-of-law-and-the-prosecutor>> accessed 5 June 2014.



It is always important to evaluate a website before using it in your academic work. For more information visit: <http://guides.library.lincoln.ac.uk/learningdevelopment>

If a website does not have a named author, you can often find more information in the 'About us' section. If no author is identified, and it is appropriate to cite an anonymous source, start the citation with the title of the webpage.

The year of publication for a website is usually when the website was last revised/updated and is often found at the bottom of the website.

Checklist:

- ☐ In the **footnote** put the author/editor(s)' first name followed by their surname and a comma, or corporate author. If there is no named author, start the citation with the title of the webpage
- ☐ In the **bibliography** put the author/editor(s)' surname followed by their initial and a comma, or corporate author. If there is no named author, start the citation with the title of the webpage
- ☐ Title of webpage in single quotation marks
- ☐ In round brackets put:
 - the title of the website, in *italics*, followed by a comma
 - the date of publication (if available)
- ☐ In angled brackets (<>) put the URL/web address
- ☐ Put 'accessed' and the date you accessed the source
- ☐ Finish with a full stop.

16.1 Personal author

Footnote

1. In the **footnote** put the author/editor(s)' first name followed by their surname and a comma, or corporate author

2. Title of webpage in single quotation marks

Gary Slapper, 'Weird Cases: Sexual Services in the Library' (The Times: Law, 30 June 2014) <<http://www.thetimes.co.uk/tto/law/weirdcases/article4128971.ece>> accessed 19 July 2014.

3. In round brackets put:

- the title of the website, in *italics*, followed by a comma
- the date of publication (if available)

4. In angled brackets (<>) put the URL/web address

5. Put 'accessed' and the date you accessed the source. Finish with a full stop



Bibliography

When adding a website to your bibliography, you need to reverse the author(s) name so that the surname appears first followed by their initials then a comma.

Slapper G, 'Weird Cases: Sexual Services in the Library' (*The Times: Law*, 19 June 2014) <<http://www.thetimes.co.uk/tto/law/weirdcases/article4128971.ece>> accessed 19 June 2014.

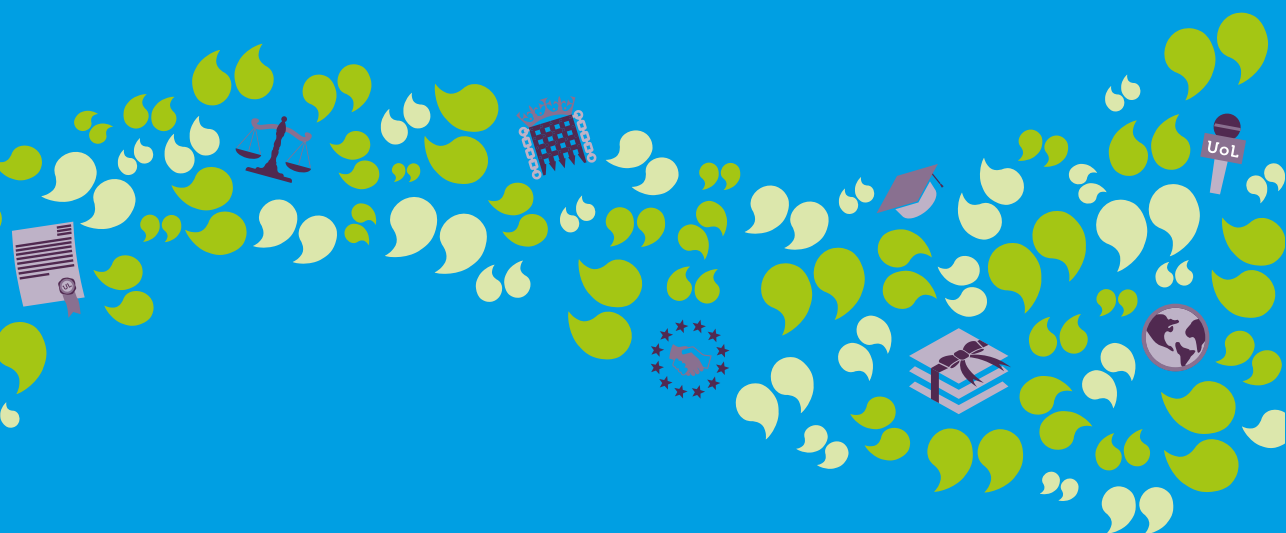
16.2 Corporate author

Footnote

The Law Society, 'Criminal Justice System: Reporting Problems with Digital Working' (*The Law Society*, 29 May 2014) <<http://www.lawsociety.org.uk/advice/articles/reporting-problems-with-digital-working/>> accessed 19 June 2014.

Bibliography

The Law Society, 'Criminal Justice System: Reporting Problems with Digital Working' (*The Law Society*, 29 May 2014) <<http://www.lawsociety.org.uk/advice/articles/reporting-problems-with-digital-working/>> accessed 19 June 2014.



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